

Targeting, Aligning & Measuring Learning Solutions Project Plan

Business Driver:			
Stakeholder Name:		Responsible Party	Target Date
			Completion Date
1. Identify the business driver and partner with stakeholders			
	Identify the business driver		
	Prepare for the stakeholder meeting		
2. Agree on the business need			
	Identify how the driver relates to the corporate vision		
	Determine if the business need/driver is a problem or opportunity		
	Define the value of impacting		
	Identify the consequences of not impacting		
	Set appropriate expectations with stakeholder		
3. Establish the desired business outcomes with success criteria			
	Define success criteria for the business need by using S.M.A.R.T. characteristics		
	Identify the appropriate level of Kirkpatrick/Phillips measurement		
	Review the success criteria with your SkillSoft Account Consultant		
4. Determine the necessary behavior changes			
	Identify the desired outcomes		
	Define the current behavior		
	Name the ideal behavior		
	Identify the realistic behavior change		
5. Align the learning solution			
	Identify learning objectives based on each realistic behavior change		
	Map learning objectives to SkillSoft (and other) learning resources		
	Ensure your learning selections provide the necessary metrics for your success criteria		
6. Develop a data collection plan			
	Define the intervals of data collection		
	Identify the data collection methods/sources		
	Name the data collection responsible parties		
	Determine the data distribution plan (who and how)		

**It is suggested that you create a Project Plan for each business driver.*